

## **SPECIAL CONDITIONS**

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### **I. PURPOSE**

The purpose of this contract is to support a community-based system of care for children with severe emotional disturbances (SED) and their families, with participation of families (caregivers) in all stages of development, service delivery and evaluation. A collaborative consortium of agencies serving children, families, and stakeholders and a service delivery system using the wraparound process will support children with serious emotional disturbances (SED) and their families. This contract is in support of DMHA's initiative to ensure that families and youth are full partners in the development, delivery and evaluation of community-based and culturally competent services across the lifespan.

### **II. SPECIAL CONDITIONS**

#### **A. Contractor shall conduct the following activities:**

- 1) Hire a full time system of care project coordinator, and submit a job description and signed statement by coordinator's supervisor documenting the following:
  - (a) 100% of the work effort of the project coordinator will be devoted to System of Care development
  - (b) Provide documentation of the interview process for project coordinator that includes at least three system partners.
- 2) Work with the DMHA contracted vendor for Child and Adolescent Training and Support on a monthly basis to obtain consultation, coaching, and training regarding systems of care, wraparound fidelity and strength-based interventions.
- 3) Establish a local Consortium Coordinating Governing Council that meets on a monthly basis and that includes representation from the following:
  - (a) County Department of Child Services;
  - (b) Mental health services providers;
  - (c) The juvenile court;
  - (d) The largest school district in the county or jurisdiction;
  - (e) Other school districts that refer children for services through the consortium;
  - (f) At least two (2) family members of eligible children; and
  - (g) An organization that provides advocacy for children and families, such as a mental health association.
- 4) Develop a mission statement for the consortium and service delivery system endorsing System of Care values and principles, outlining the referral process, and delineating system admission criteria.

- 5) Develop a sustainability plan to utilize resources from federal, state, and local sources to fund and provide an array of direct services to children and families.
  - 6) By the sixth month of this contract, provide direct services to children and families using the wraparound process in conjunction with the System of Care consortium. Assure that the Child and Family Team has assessment ratings and recommendations from the Child and Adolescent Needs and Strengths tool for intensity of service recommendation. Assessment ratings and recommendations shall be available through the Data Assessment Registry for Mental Health and Addiction (DARMHA) data system.
  - 7) Develop and implement a system of child/family outcome measures that include the number of children served and use of the "Child and Adolescent Needs and Strengths" (CANS) tool to establish outcome goals for the system.
  - 8) Develop a written plan for family inclusion in all levels of the system of care; secure at least two (2) consultations from Family Action Network; and facilitate family/caregiver participation in a minimum of four (4) consortium meetings.
  - 9) Develop a method to involve the family and caregivers in mutual support activities, through support groups, educational and recreational activities or telephone support.
  - 10) Develop a mechanism to sustain the System of Care and wraparound services, which includes how to achieve fidelity to the wraparound model.
- B. Send representative(s) to State SOC quarterly meetings. Urge System partners to attend.
- C. Contractor shall submit quarterly reports to a designated DMHA contact person. The first quarterly report is due September 15, 2010; the second quarterly report is due December 15, 2010 the third quarterly report is due March 13, 2011; and the fourth quarterly report is due June 5, 2011. The quarterly reports are to detail the progress of the program activities as required in the reporting form.
- D. Contractor will be paid when each project activity is completed as follows:

<b>PROJECT BUDGET:</b>	<b>Unit</b>	<b># of units</b>	<b>Unit cost</b>	<b>Item Total</b>
Monthly consortium meetings	Meeting	12.00	\$1,000.00	\$12,000.00
Monthly Technical Assistance	Meeting	12.00	\$1,000.00	\$12,000.00
Consultation with FAN	Meeting	2.00	\$1,000.00	\$ 2,000.00
Family participation on Consortium	Meeting	4.00	\$250.00	\$ 1,000.00
Quarterly SOC meeting attendance	Meeting	4.00	\$1,000.00	\$ 4,000.00
Quarterly reports	Report	4.00	\$1,000.00	\$ 4,000.00
Sustainability and Family Inclusion Plan	Plan	1.00	\$1,000.00	\$ 1,000.00
Hire Project Coordinator	Upon hire and documentation of hiring process	1.00	\$8,000.00	\$ 8,000.00
Family Support Group/network	Meeting or activity	4.00	\$500.00	\$ 2,000.00
Wraparound services	Monthly	6.00	\$666.66	\$ 4,000.00
<b>GRAND TOTAL</b>				<b><u>\$50,000.00</u></b>

- E. Contractor will submit invoices and reports, based on the completion of the activities above. Invoices will be payable upon the Contractor's submission of forms provided to Contractor by the DMHA.
- F. The total amount to be paid under this attachment is not to exceed fifty thousand dollars (\$50,000.00).